



Millcreek
1330 East Chambers Ave.
Millcreek, Utah 84106
Phone: (801) 214-2700
millcreekUT.gov

COMMERCIAL ALTERATION BUILDING PERMIT REQUIREMENTS

| GENERAL | | | | |
|---------------------------------|--|--|--|--------------------|
| | <i>Remember, this is meant to be a helpful guide, not a comprehensive list.</i> | | | |
| | Permit applications and inspection requests can be made online by visiting https://millcreekUT.gov/165/Building-Department | | | |
| | Please visit the Utah Department of Air Quality for more information about demolition requirements. https://deq.utah.gov/air-quality/asbestos-renovation-or-demolition | | | |
| | Certain commercial uses require an approval from the Salt Lake County Health Department. Please visit their website for more information. https://slco.org/health/permits/ | | | |
| | If a project is over 3000 square feet, or when structural elements are being changed, a registered design professional shall prepare and stamp the plans. | | | |
| | Dumpsters, restrooms, and material storage shall be kept on the property and off city streets, sidewalks and adjacent properties. Dumpsters can be stored on the street for a maximum of one week by obtaining a dumpster encroachment permit from the Public Works Department. Please visit https://millcreekUT.gov/174/Encroachment-Agreement | | | |
| | Locate valuable information using the millcreekUT.gov "Map Gallery" at https://maps-millcrk.hub.arcgis.com/ | | | |
| | Is the property within FEMA Floodplain Zones A, AE, AO, or an Alluvial Fan? (click on Flood Plain layer within the Geological Features Map) Always identify floodplain on cover sheet of plans and reference source, elevations, and obtain any floodplain permits required. Please contact the Millcreek Flood Plain Manager for more information. | | | |
| | Refer to https://millcreekUT.gov/165/Building-Department for more information and documents. (i.e. Apply for a permit, request an inspection, adopted construction codes, forms and links, climate and geographic design, and FAQ's) | | | |
| Note sheet/page number in plans | SUBMITTAL | BUILDING DEPARTMENT | | MILLCREEK |
| | | 2021 International Building Code (IBC) and MKZ 19.02.090 Building And Use Permits Required MKZ 19.02.090 Building And Use Permits Required | | Revise Accept |
| | | CODE/DESIGN ANALYSIS. Note all applicable building codes, Occupancy type, Construction type, Fire sprinkler and alarm requirements, Design occupant load, Restroom/Fixture count, Floor area, Egress design, Note the compliance method used in the International Existing Building Code (IEBC) for remodeling existing buildings to include Level of Alteration. | | |
| | | CONTRACTOR INFORMATION SHEET. Name, address, phone number & Email. | | |
| | | ANY PROJECT OVER 3000 SQFT IS REQUIRED TO BE STAMPED BY A UTAH ARCHITECT AND/OR ENGINEER (TITLE 58) | | |
| | | PROPOSED FLOOR PLANS. Clear plans showing proposed area, Dimensions of each room and space, Use of each room and space, Egress plan, Window/Door locations with sizes, Wall Details, Reflected Ceiling Plan, All ADA Accessibility details. | | |
| | | ENERGY CODE COMPLIANCE. Must be site specific. Envelope and Lighting COMcheck. | | |
| | | STRUCTURAL PLANS. Footing, foundation, posts, and/or beam sizes and schedules, Truss design and calculations, General notes and details. Stamped by Utah Engineer. | | |
| | | STRUCTURAL CALCULATIONS. Show all applicable design loads and calculations. Stamped by Utah Engineer. | | |
| | | MECHANICAL PLANS. Heat Loss calculations, Equipment Sizing, Duct Sizing, RTU's, Exhaust Venting, Engineer stamped mechanical plans. | | |

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| | | ELECTRICAL PLANS. Show complete electrical load calculation including service amperage requirements, One Line diagram, Panel Schedules, Emergency lighting, Exit Signage, Occupancy Sensors, Engineer stamped design. | | |
| | | PLUMBING PLANS. Water line sizes and calculations, pipe installation, Drainage fixture units and sewer design, Grease Interceptor location and pipe sizes, Fixtures schedules, Gas line diagram, Compressed gas piping (if applicable) | | |
| Note sheet/page number in plans | | INSTALLATION MANUALS AND EQUIPMENT SPECS. ES Report, UL Listing, ETL Listing, Manufactures Installation Instructions, Product Manuals. | | |
| | | Please Identify Any Documents That Will Be Deferred. These Documents Must Be Reviewed By The Millcreek Building Department Prior To Installation. | Revise | Accept |
| | | FIRE SPRINKLER AND ALARM PLANS. Fire sprinkler and alarm design. This must be submitted to Unified Fire Authority for approval before installation. | | |